

Selectboard present: Kathleen Wright Chair; Dan Gray; Jack Spanbauer

Also present: Town Administrator, Tom Hutcheson; Sandra L. Wood, Town Secretary; Tyler Bourbeau, BNCTV

Others present: David Rainville, The Recorder; Skip Dunnell, Fire Chief.

The meeting was called to order at 7:00 pm

- **Review and Approval of Warrants**
 - On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the Payroll warrant of \$24,963.13 for 2/12/13
 - On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the Vendor warrant of \$16,968.33 for 2/12/13
 - On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the Payroll warrant of \$26,876.54 for 2/19/13
 - On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the Vendor warrant of \$88,474.17 for 2/19/13
- **Review and Approval of Minutes**
 - On a motion by Spanbauer, seconded by Wright the board VOTED to approve the Selectboard's 02/04/13 Joint Meeting minutes with the Finance Committee as amended. Spanbauer and Wright yes, Gray abstained.
 - On a motion by Spanbauer, seconded by Gray the board VOTED unanimously to approve the Selectboard minutes of 02/05/13as amended.
 - On a motion by Spanbauer, seconded by Wright the board VOTED to approve the Selectboard minutes of 02/08/13 as written. Spanbauer and Wright yes, Gray abstained.
- **Summary of meetings attended by Selectboard members**
 - Spanbauer
 - Master Plan Steering on 2/6
 - Kiwanis on 2/11 re: Master Plan Steering
 - Finance Committee on 2/11
 - With Hutcheson and Tom Walker, Superintendent of Streets for blasting project on South Mountain Rd
- **Old Business**
 - Prioritize Selectboard capital projects
 - Wright suggested putting the Town Hall electrical and the upstairs meeting room on a 5 year plan putting funds aside in \$30,000 (electrical) and \$25,000 (meeting room) increments. Spanbauer and Gray agreed with the suggestion. The yearly articles would keep the projects in the forefront.
 - The Selectboard prioritized their lists 1-7. Hutcheson took the results and calculated the following: #1 Sewer lining and canopy; #2 safes; #3 Fire truck; #4 Town Hall Electrical; #5 Meeting Room; #6 Police vehicle; #7 Highway Truck
 - COA requests for additional funding: Suzanne Travisano – tabled. Wright said Travisano was still collecting data.
 - Convene committee for grade review for Senior Center Director
 - Wright suggested convening a committee to follow guidelines used by a consulting group back in 1996 for grading the job description of the Senior Center Director. Spanbauer explained that employees have a right to request a review of their job descriptions if they feel their job description is misclassified for the job they are doing. Gray was not sure he went along with the request but if the rest of the Selectboard agreed to go ahead with the project.
Wright volunteered to be the Selectboard representative and the other members agreed. Hutcheson will contact the Finance Committee for another member to be part of the committee along with Hutcheson himself.
 - FY14 Town building maintenance items
 - Wright met with Tom Walker, Superintendent of Streets and Jeremy Underwood, Building Maintenance to discuss future projects on town property.
 - The fire station roof needs to be finished as well as painting the cupola and trim; changing locks, install shelving and a humidifier
 - The Dickinson Library requested shelving and a water heater
 - Northfield Elementary School has exterior grounds work

- Town Hall projects from the capital budget items. If the electrical items pass Underwood can work on it and help reduce the cost.
- Spanbauer requested a running list for public information.
- Review RFP for job description review
 - Changes were reviewed.
 - Date will be set for receiving quotations sometime in April. Hutcheson will get back to the Selectboard with the date.
- **New Business**
 - **On a motion by Gray, seconded by Spanbauer the board VOTED unanimously to approve the Public Notice: Non-Partisan Caucus will be held on March 12, 2013 at 7:00 pm at the Northfield Town Hall for the purpose of nominating candidates to be voted on at the May 7, 2013 Annual Town Election.**
 - Approve ZBA Budget
 - According to Wright, the ZBA has asked to level fund but requested an additional \$1,000 for a laptop and training. Wright supported the request citing the computer the ZBA administrative assistant uses is old and needs replacing. She said the training is essential for their work. Gray had reservations about the laptop and felt it should stay at Town Hall. Spanbauer suggested the laptop be signed out if needed outside of the building. Wright agreed and suggested Hutcheson create a policy.
 - **On a motion by Gray, seconded by Spanbauer the board VOTED unanimously to approve the ZBA request for an additional \$1,000 and total of \$4, 034.00.**
 - Set date for closing Annual Town Meeting warrant
 - **On a motion by Gray, seconded by Wright the board VOTED unanimously to approve March 5, 2013 to close the Annual Town Meeting Warrant.**
 - All money and non-money articles will be due
 - Skip Dunnell; Town Special Needs List and MEMA
 - MEMA is requesting a list that Dunnell feels is confidential information between TRIAD and the Fire Department and has threatened to withhold reimbursement funds until it receives the list. Dunnell will not release the information to MEMA until the Sheriff's department provides a letter stating the release of information is allowed. He feels the town would be held liable and asked for verification of the list being requested is the TRIAD list or may be some other list such as information Vermont Yankee collects. He suggested MEMA contact the Sheriff's department directly to leave the town out of it. If required he will draft a letter to MEMA along with one from the Sheriff's department relinquishing the list.
 - Consider LPVEC for Diesel and #2 Fuel Oil bids
 - Hutcheson explained the LPVEC had a more cost effective system for bidding on fuel than the FRCOG.
 - **On a motion by Spanbauer, seconded by Wright the board VOTED unanimously to go with LPVEC for #2 fuel and diesel bids.**
 - Parking during storms on North side of Town Hall parking lot
 - Wright said former Police Chief Crossman had spoken to Bill Barnes about his tenants parking off the street during winter storms and suggested the tenants' park on the north side of the Town Hall parking lot.
 - Gray suggested a sign posting the town would not be liable for damage to vehicles at the south entrance. Spanbauer agreed. The board agreed to permit the parking on the north side for snow storms.
 - Set date for executive session regarding Town Administrator contract
 - Date set for March 7, 2013 at 3pm
- **Topics not reasonably anticipated by the chair 48 hours in advance of the meeting**
- **Board and Committee Meetings/Announcements**

Date	Activity	Time	Place	Openings: A
2/20/13	Conservation Commission	7:30 pm	Town Hall	
2/21/13	Council on Aging	9:30 am	Town Hall	
2/25/13	Special Town Meeting	7:00 pm	PVRS	
2/26/13	Selectboard	6:00 pm	Town Hall	
2/26/13	Finance Committee + Selectboard	7:00 pm	Town Hall	
2/28/13	Board of Health	4:45 pm	Town Hall	
3/4/13	Finance Committee	7:00 pm	Town Hall	
3/4/13	Library Trustees	6:00 pm	Dickinson Library	
3/4/13	Selectboard	7:00 pm	Town Hall	

number of committees and boards have openings. A list is available for viewing on the Current Openings page of www.northfield.ma.us and on the Town Hall posting board. Current opening for an alternate appointment to the ZBA; Wired West; Cultural Council; Emergency Services Facility Committee; Master Plan Committee; Town Hall Master Plan Committee; Council on Aging; Agricultural Commission; Building Use & Planning; Electronic Communication & Cable TV; Emergency Services Committee; Open Space Committee

- Correspondence:
 - Gray requested to let people know that a memo from the Building Inspector was sent to the ZBA and Selectboard notifying them about permit violations at 90 East Street. He wanted people to know action was being taken.
- Town Administrator Updates:
 - The Selectboard received notes from a resident regarding the care of access to crosswalks, particularly Maple Street, after snowstorms; they are in the Mail To Be Discussed folder. I have also given Tom Walker copies of the e-mails.
 - STM motions have been submitted to Legal; the Recreation Commission motion on the Town Flag will include an option for a “none of the above” vote, as discussed.
 - Correspondence between Jim Hawkins and the ZBA regarding 90 East Street in your folders. I believe the Chair is planning to discuss this further with the ZBA Chair.
 - Submitted paperwork to transfer \$800 into the Town Building Elevator and Alarm Maintenance account due to recent inspection failures. No one’s safety was ever in danger; rather, there was unused equipment in the mechanical room which should have been removed and now has been.
 - One of the last things Chief Crossman did before he left was to formulate a plan for emergencies at NES, which he shared with Department heads; Kathy was also at that meeting. Part of the plan was that if there is an emergency at NES, parents would be directed to Town Hall as a waiting station.
 - There was considerable sentiment at the STAM meeting last week that the move toward legislating mandatory OPEB coverage (mainly health-care benefits for retirees) would be detrimental to small towns. Deb Mero says that Northfield does not have a significant liability, and until it does, in her opinion, the Town does not need to lock up money that could be spent on immediate needs.
 - As you know, we have received the Personnel Policy from Kopelman & Paige, after it was reviewed by our own Personnel Committee, which now has the proposed legal revisions as well. I would suggest that the Selectboard sponsor an employee meeting to go over the changes, and that we have someone from Kopelman & Paige to go through their proposed changes at that meeting.
 - On a related note, the Library is giving pro-rated benefits to long-term employees who work under 20 hours per week. Some Towns do this; the majority gives pro-rated benefits at 20 hours. I have forwarded this information to the Personnel Committee and requested that they advise the Selectboard on the matter.

- Drafted a job description for a financial services assistant and given it to the Town Accountant and Treasurer and Tax Collector for review.
- I understand a great deal of progress was made today in cleaning out the records room upstairs.
- **Request for Use:**
 - **On a motion by Gray, seconded by Spanbauer the board VOTED unanimously to approve the request from Steve Malsch of the Northfield Fire Department to use the Northfield Elementary School Kitchen and Cafeteria for a Pancake Breakfast on Sunday Feb. 24, 2013 from 6-11 am. (Approved by Principal King.)**
 - **On a motion by Gray, seconded by Spanbauer the board VOTED unanimously to approve the request from Emily Koester of Transition Northfield to use the Town Hall Dining room for a meeting on Sun. Feb. 24; 6:30p-8:30p.**
- **Request for One-Day Temporary Liquor License:**
 - **On a motion by Gray, seconded by Spanbauer the board VOTED unanimously to approve the request from Steve Stoia of the Northfield Kiwanis for temporary one day liquor licenses for March 4, 11, 18 and 25, 5:30pm-8pm at Town Hall.**

On a motion by Gray, seconded by Spanbauer the board VOTED to adjourn at 8:30pm

Recorded by Sandra L. Wood, Secretary

Selectboard Clerk

Date Approved